

YOUTH OVERSIGHT COMMITTEE

JANUARY 26, 2016

8:30 A.M.

WFDB OFFICE CONFERENCE ROOM

PRESENT: A. Hendrix, R. Pollack, S. Peake, I. Burbank, V. Zeppelin, S. Kittel

STAFF: J. Mattick, J. Luu

CALL TO ORDER

Ms. Kittel called the meeting to order at 8:37 a.m. Ms. Hendrix arrived later in the meeting.

APPROVAL OF MINUTES

It was Moved by Ms. Peake, seconded by Ms. Burbank and adopted by voice vote of members present to approve the minutes of January 7, 2016 as submitted.

SUMMER YOUTH EMPLOYMENT 2016 TIMELINE AND FINAL REVIEW OF THE REQUEST FOR PROPOSALS

The group reviewed the suggested changes made by Ms. Zeppelin and Ms. Kittel. There was consensus to have Ms. Mattick incorporate the changes into the RFP and release the Request for Proposals based on the proposed timeline.

Ms. Mattick provided clarification on the definition of disability as well as in-school and out-of-school youth. She stated that the definition of disability follows the definition used by the Americans for Disabilities Act as it was not defined by New York State. The in-school and out-of-school definitions of youth were provided via letter from New York State. She will provide a list of definitions with future final reports to the State.

Ms. Mattick also noted that the 2016 RFP will include websites for best practices in teaching financial literacy.

Ms. Hendrix arrived at 8:45 a.m.

CHALLENGE MONITORING – FISCAL AND PROGRAM

Ms. Mattick reported the program review for Challenge Workforce Solutions was quite positive and they used a fairly organized system. Three worksites were visited and positive feedback was received from each.

In terms of the fiscal review, there were significant issues that were identified from youth being paid improperly to staff being allocated incorrectly. Of the 21 youth timesheets sampled, 11 were paid incorrectly with the majority of those being underpaid. The program manager overseeing the program assured Ms. Mattick that these errors were contained to the payroll that was sampled. Ms. Mattick will be going back in to sample additional payrolls to verify this is true. She also noted there was also an issue with staff time allocations in August. Each provider was required to submit their cost allocation plan as part of the proposal submittal process. Reviewing the August voucher, there was no rational way to figure out how staff costs were being charged against the program.

Ms. Burbank left the meeting at 9:40 a.m.

As a result of the review Ms. Mattick's monitoring report will require a corrective action plan. There was considerable discussion about this provider failing to meet program expectations for a

second year in a row. It was noted that the organization has undergone significant turnover within their management in the last two years and they are recently under new leadership. There is optimism that these issues will be ironed out, but the committee will be looking very carefully at the corrective action plan and subsequent proposals from this organization moving forward.

WIOA YOUTH UPDATE AND 2016 TIMELINE

This item was deferred to the next meeting.

MEETING SCHEDULE

The next meeting was scheduled for **February 18th at 8:15 a.m., in the WFDB Conference Room.** Beginning in March the Committee will meet the 2nd Wednesday at 8:30 a.m. Meetings will be held in the WFDB Conference Room.

ADJOURNMENT

The meeting adjourned at 10:18 a.m.